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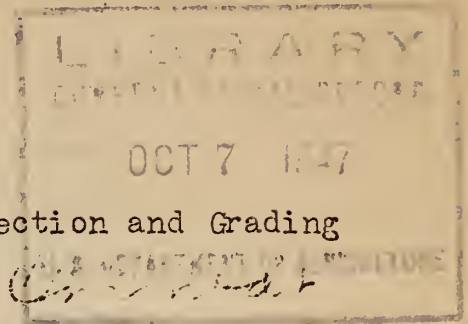
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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Marketing Services
Washington 25, D. C.

June 20, 1945

DRY (WHOLE) MILK MEMORANDUM NO. 15



To: All Dry Milk Samplers

From: B. J. Ommodt, Senior Marketing Specialist, Inspection and Grading
Division, Dairy and Poultry Branch

Subject: Instructions for Test Weighing, Sampling, and Taking Keeping
Quality Samples of Dry Whole Milk

This memorandum supersedes all previous instructions pertaining to the sampling, test weighing, and taking of keeping quality samples of dry whole milk and shall be fully adhered to for uniformity in procedure.

INSPECTION - When dry whole milk is offered for delivery to CCC, it shall be incumbent upon the vendor to arrange for the inspection in ample time, or at least six business days, prior to the date the milk will be ready for inspection.

CONTAINERS - Dry whole milk delivered to CCC shall be packed in 1, 5, 25, or 50-pound vacuumized, hermetically sealed cans with inert gas added. These cans shall be suitably packed for export in accordance with contract requirements or with "Export Packaging Specifications", Form FSC-1742-E. All cans and shipping containers shall be marked according to "Marking Instructions" in the appropriate purchase announcement.

WEIGHING -

A. The containers to be test weighed shall be selected by the sampler.

B. Test weights shall be made in accordance with the following procedure:

- (1) Establish average tare weight of five shipping containers complete with cans, lids, etc. To do this, weigh 10 to 20 shipping containers complete with empty cans, lids, etc.
- (2) Gross weigh at least 5% (to the nearest unit of five) of the containers in the lot in units of five. Gross test weights shall be recorded in full pounds or 1/4 pound fractions thereof. Intermediate fractions shall be recorded in the next lowest pound or fraction thereof.
- (3) The average gross weight of all containers weighed less the average tare weight will establish the average net weight of five cases. Dividing this figure by five will establish net weight per single case. If the average net weight equals or exceeds the marked weight, the marked weight will determine the net weight of each container. If the average net weight is less than the marked weight, multiply the exact average net weight of single case by the number of containers in each lot to determine the net contract weight of each lot. The sampling report and the covering certificate shall show the average gross and average tare for five case units, average net per single case, the net

weight for each individual lot, and the total contract weight for the entire amount of product sampled. In addition, the sampler shall record on the sampling and test weight report the gross weight for each five case unit of samples test weighed.

EXAMPLE:

<u>No. Cases in Lot</u>	<u>Cases Weighed</u>	<u>Ave. Gross Wt. 5 Cs.</u>	<u>Ave Tare Wt. 5 Cs.</u>	<u>Ave. Net Wt.per Case</u>	<u>Total Contract Wt.</u>
306	15	162.0 161.5 161.5			7344
318	15	161.25 162.00 160.75			7632
225	10	160.50 159.75			5400
200	10	161.25 160.75			4800
241	10	161.50 161.00			5784
200	10	160.75 160.75			4800
<u>1490</u>	<u>70</u>	<u>161.08</u>	<u>40.75</u>	<u>24.07</u>	<u>35,760</u>

- (4) In the event of unusual variation in the weight of empty shipping containers and an average tare weight would not be representative, the cans should be removed from the shipping containers for test weighing. In such instances, cans from not less than 2% of the containers in the lot shall be test weighed, weighing in units of five in the same manner as described above for making test weights.

SAMPLING -

- A. The sampler shall personally select the containers for sampling.
- B. One sample shall be taken for each 4,000 pounds or fraction thereof in each lot.
- C. If the dry whole milk is packed in one or five pound cans, one can shall be taken for each sample. For larger containers, the cans should be opened and sample taken and the vendor shall either reseal and gas the container opened or repackage the product in another can and gas.
- D. Samples taken from large containers shall be placed directly into the sampling bag, filling the bag approximately $\frac{2}{3}$ full. The bag shall be closed immediately by folding top (confectioner's style fold) and sealing with sealing tape.
- E. The samples shall be numbered consecutively, corresponding to markings shown on sampling and test weight report.

- F. The samples shall be packed for shipment to the laboratory by the sampler or under his direct supervision. The containers shall be sealed with gum tape and the sampler shall sign his name diagonally across the container and tape in such a manner that the tape cannot be removed without mutilating the signature. The samples shall be forwarded promptly, express prepaid by the vendor. Samples going to the Chicago laboratory shall be addressed to Dr. O. J. Kahlenberg, 1615 Mallery Building, 5 South Wabash Avenue, Chicago 3, Illinois; samples going to San Francisco laboratory shall be addressed to Mr. George D. Young, Jr., Dairy Products Laboratory, 4401 - 18th Street, San Francisco, California; and samples going to the Seattle laboratory shall be addressed to Mr. Louis Arrigoni, State Laboratory, 110 Bagley Hall, University of Washington, Seattle, Washington.
- G. The shipping container from which the sample was taken shall be stamped with a "sample" stamp and with a USDA or FDA lot number. When 25 or 50 pound cans are opened for sampling, the dry milk shall be repacked, gassed, sealed, and replaced in the stamped shipping container. Vendors should be instructed to load the containers from which the samples were taken in the doorway of the car and should instruct the warehouse to store the containers identified with the sample stamp in front of the pile. This will facilitate the taking of samples in the event a resampling is requested.
- H. For any dry whole milk intended for delivery to CCC, the sampler shall carefully note the containers and markings to determine if they comply with contract specifications. Any deviations from contract specifications shall be noted on the sampling and test weight report and also listed on the covering grading certificate. For commercial gradings, the kind and condition of containers shall be indicated.

KEEPING QUALITY SAMPLES -

- A. The sampler shall select one sample for keeping quality test from "every other lot" that is sampled. If the dry milk is packed in one or five pound cans, the proper number of sealed cans shall be taken for keeping quality samples.
- B. Plants packing dry whole milk in containers larger than five pound cans should, if they have the equipment and facilities, arrange to package the necessary keeping quality samples sealed in one pound cans with inert gas. The samples to be selected by the sampler, gassed, and sealed under his supervision, in the same manner as used for the original containers.
- C. When unable to obtain keeping quality samples by either of the above methods the sampler may take keeping quality samples in one pound friction-top cans (new cans to be furnished by the vendor). The can must have a tight-fitting cover and shall be filled completely full, by tapping lightly to settle contents, to eliminate any air space between the dry milk and the cover.
- D. Keeping quality samples may be sent to the laboratory with the other samples but must, in all cases, be properly marked as keeping quality samples and give the name of the firm, lot number, and date sampled on containers.
- E. Sample only sufficient product to fill the contract. Insofar as possible, samplings should be made in carlots or units of carlots with a separate sampling and test weight report submitted for each carlot sampled and test weighed.

SAMPLING AND TEST WEIGHT REPORTS -

- A. If possible, submit a separate sampling and test weight report for each carlot sampled.
- B. The sampling and test weight report should be prepared in quadruplicate.
- C. Place the original in an envelope and enclose with samples sent to the laboratory.
- D. Mail first carbon copy to the laboratory or office where the covering certificate will be issued.
- E. Give one copy to the vendor, and retain one copy in the office from which the sampler works.
- F. The sampling and test weighing fee shall be based on time. The report shall show both the amount of time involved and the cash fee figured at the correct hourly rate. Any expense shall be shown as an additional cash amount.
- G. The sampler shall state on the sampling and test weight report the size and type of container, the USDA or FDA lot number used to stamp samples and any other descriptive information considered essential.

RESAMPLING -

- A. Resampling shall be made only after the vendor has made a request to the laboratory and the sampler has been advised by either the State or Regional Supervisor that such a resampling shall be made. The sampler shall not honor a request received direct from the vendor.
- B. In resampling, samples shall be drawn from the same containers originally sampled if at all possible. If this is not possible, then the sampler should select the same number of containers for sampling that were originally sampled. In such instances, sampler shall show on sampling report reason why samples could not be drawn from containers originally sampled.
- C. In addition to "B" above, the sampler shall take an equal number of samples from containers selected at random that were not previously sampled.
- D. The sampling report shall clearly indicate which samples were taken from containers originally sampled and those taken from containers not previously sampled. The report shall also clearly specify that it is a resampling and if possible, shall state original certificate number and the purpose of the resampling.

If there are any questions with reference to the proper procedure to be followed in connection with the work of sampling, test weighing, or taking keeping quality samples of dry whole milk, the sampler should contact the Regional Dairy Products Supervisor or the Washington office.